

EDITED TASK LISTING

CLASS: Associate Civil Engineer

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Prepares plans, specifications and estimates for a wide variety of civil and structural related projects of average difficulty to provide direction to the field utilizing various resources (e.g., computers, hand drafting equipment, calculator), under the direction of the supervising civil engineer.
2.	Develops designs for a wide variety of civil and structural related projects of average difficulty to provide a concept to solve problems using various resources (e.g. pencils, paper, calculator, computer programs, applicable codes and standards), as necessary.
3.	Perform survey work for various types of construction projects to produce topographic maps and elevation studies utilizing survey equipment, as necessary.
4.	Conducts foundation studies for various types of construction projects to make a recommendation regarding building footing design utilizing various resources (building codes, computer, calculator), as necessary.
5.	Inspects structures under construction to ensure conformance to plans and specifications, as necessary.
6.	Certifies that structures have been built to conform to plans and specifications, as necessary.
7.	Inspects existing structures to determine if repairs are necessary and if necessary identify the magnitude and method of repairs using various tools, equipment, aids, and/or process, as needed.
8.	Analyzes hydrologic data to determine flood frequencies, unit hydrographs and the characteristics of water quality, precipitation, stream flow, and ground water using various tools, aids, equipment and/or processes, as needed.
9.	Prepares effective written products for the Department to provide information and documentation utilizing various tools, equipment, aids, and/or processes, as needed.
10.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
11.	Consults with construction and institution plant operations personnel to coordinate site visits, provide information, change orders, request for information, alternative construction methods using various resources (e.g. knowledge, interpersonal skills) as necessary.
12.	Provide value analysis for various engineering problems, to recommend solutions using various tools, equipment, aids and/or processes, as necessary.
13.	Participates in development and review of project proposals for major and minor capital outlay and special repairs programs to provide technical input to the institution and central office planning staff in defining the project scope using various resources (e.g. knowledge, codes, standards, communication skills), as needed.

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14.	Performs technical studies, investigations and research work on a wide variety of civil and structural projects or issues to determine needs, identify solutions and ensure conformance with applicable codes and standards using various tools, equipment, aids and/or processes, as needed.
15.	Reviews designs, purchase documents, reports, budget packages, construction submittals, shop drawings, etc. produced by other entities (e.g outside consultants/vendors, departmental staff) to ensure conformance to codes, plans, specifications, security standards, etc., as needed.